
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6240	Position Browsers	Effective Date: 09/07/2016
		Version: 6

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Objective

Develop an understanding of the Position Browsers

Outcome

An understanding of the Position Browsers is obtained.

Browse Options

In order to provide detailed information on positions, several browse options have been created. A browse is a method to review information online and select a specific record to review or display. In addition, browse options containing historical information are available from some transaction screens using a function key. For example, an Intra-Agency Position Swap History browse is available from the Intra-Agency Position Transfer transaction screen by pressing F6. Agencies will only be able to browse information for their own agencies. There are four browse options on the Position menu.

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.

PHFNC10	PHV9	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	06/14/2016
PHIMAINU	PHIMAINM	Position Menu	01:56 PM
Code	Description	FastPath	
MP	Manage Position		
MW	Maintain FY Control Tables		
BA	Browse Active PINS	BRAP	
AP	Browse Active/Pending PINS	BRAPP	
AB	Browse Abolished PINS	BRABP	
BV	Browse Vacant PINS	BRVP	
PR	Produce PEP Report	PREP	
PV	View PEP Information	VPEP	
SV	List of Statewide Vacancies	LOSV	
Code: ==			
Direct Command: _____			
Enter-PF1---	PF2---	PF3---	PF4---
PF5---	PF6---	PF7---	PF8---
PF9---	PF10---	PF11---	PF12---
Help	Main	End	Quit

Your Action ...	System Response ...
2. Choose the two-digit code for the action to be performed.	The selected screen or menu will appear.

Browse Active PINs

The Browse Active PINs screen is used to view a listing of active PINs by agency. Information such as PIN, status indicator, occu code and title, start and end salary, and county code is included. This screen contains two panels.

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose BA (Browse Active PINs) from the Position Menu and press ENTER. Selection criteria include Agency Number and PIN. There are no available actions.	The Browse Active PINs screen will appear. Information is displayed by PIN, Status Indicator, Occupation Code, Occupation Title, Part/Full Time Indicator Social Security Number, Start Salary, End Salary, Position Type, Organization Code, Authorized Date, End Date, Re-Authorization Date, and County Code.

PHFNC10 PHV9	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	06/14/2016
PHOPPB6B PHOPPB6M	Browse Active PINs	01:57 PM
		1 more >
AGENCY NUMBER: 0849 CHIROPRACTIC EXAMINERS BOARD		
Status		
PIN Ind Occu Title P/F SSN Start Salary End Salary		
*** End of Data ***		
*Agency Number: _____ PIN: _____		
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Help Main End Bkwd Fwd Left Right Quit		

Your Action ...	System Response ...
3. Press F11 to access the second panel of this screen.	The second panel will appear.

```

PHFNC10 PHV9 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/14/2016
PHOPPB6B PHOPPB6M Browse Active PINs 01:58 PM
< 1 more
AGENCY NUMBER: 0849 CHIROPRACTIC EXAMINERS BOARD
  P                               Auth      End      Re-Auth  Cnt
  PIN   F Type                Org Code   Date      Date      Date      Cd
-----
*** End of Data ***

*Agency Number: ____ PIN: ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main End                      Bkwd Fwd      Left Right Quit

```

Your Action ...	System Response ...
4. Select a record to be viewed by placing the cursor on the line and press ENTER. NOTE: If the cursor is placed on the PIN number when enter is pressed, the Maintain Program Budget screen will appear.	The Maintain Position Information screen will be displayed.

Browse Active/Pending PINs

The Browse Active/Pending PINs screen is used to view a listing of active and pending PINs. Information such as occu code and title, Social Security number, and start and end salary is included.

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose AP (Browse Active/Pending PINs) from the Position Menu and press ENTER. Selection criteria include Agency Number and PIN. There are no available actions.	The Browse Active/Pending PINs screen will appear. Information is displayed by PIN, Status Indicator, Occupation Code, Occupational Title, Part/Full Time Indicator, Social Security Number, Start Salary, End Salary, Position Type, Organization Code, Authorized Date, End Date, Re-Authorization Date and County Code.

PHFNC10 PHV9 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/14/2016
 PHOPPB7B PHOPPB7M Browse Active/Pending PINS 01:59 PM
 1 more >

AGENCY NUMBER:

PIN	Status Ind Occu	Title	P/F	SSN	Start Salary	End Salary

*Agency Number: _____ PIN: _____
 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Help Main End Bkwd Fwd Left Right Quit

Your Action ...	System Response ...
3. Press F11 to access the second panel of this screen.	The second panel will appear.

PHFNC10 PHV9 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/14/2016
 PHOPPB7B PHOPPB7M Browse Active/Pending PINS 01:59 PM
 < 1 more

AGENCY NUMBER: 0849 CHIROPRACTIC EXAMINERS BOARD

PIN	P F Type	Org Code	Auth Date	End Date	Re-Auth Date	Cnt Cd

*** End of Data ***						

*Agency Number: _____ PIN: _____
 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Help Main End Bkwd Fwd Left Right Quit

Your Action ...	System Response ...
<p>4. Select a record to be viewed by placing the cursor on the line and press ENTER.</p> <p>NOTE: If the cursor is placed on the PIN number when enter is pressed, the Maintain Program Budget screen will appear.</p>	<p>The Maintain Position Information screen will be displayed with available actions of Clear, Display, and Next.</p>

Browse Abolished PINs

The Browse Abolished PINs screen allows the user to view a listing of abolished PINs. Information such as PIN, status, occu code, and the reason the position was abolished is included.

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose AB (Browse Abolished PINs) from the Position Menu and press ENTER. The selection criteria include Agency Number and PIN. There are no available actions.	The Browse Abolished PINs screen will appear. Information is displayed by PIN, Status Indicator, Occupation Code, Abolish Reason, Abolish Date, County Code, Part/Full Time Indicator, Position Type, Organization Code, Authorization Date, End Date, and Re-Authorization Date.

```

PHFNC10  PHV9          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/14/2016
PHOPPB8B PHOPPB8M      Browse Abolished PINS                          02:08 PM
                                                                1 more >

AGENCY NUMBER:

  PIN      Status      Occu      Abolish Reason      Abolish Date      County
  -----  -

```

Your Action ...	System Response ...
3. Press F11 to access the second panel of this screen.	The second panel will appear.

PHFNC10 PHV9 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/14/2016	
PHOPPB8B PHOPPB8M Browse Abolished PINS 02:10 PM	
< 1 more	
AGENCY NUMBER: 0849 CHIROPRACTIC EXAMINERS BOARD	
Part	Auth
PIN Full Type	Date
Org Code	End Date
	Re-Auth Date
*** End of Data ***	
*Agency Number: _____ PIN: _____	
Direct Command: _____	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---	
Help Main End Bkwd Fwd Left Right Quit	

Your Action ...	System Response ...
4. Select a record to be viewed by placing the cursor on the line and press ENTER.	The Maintain Position Information screen will be displayed with available actions of Clear, Display, and Next.
NOTE: If the cursor is placed on the PIN number when enter is pressed, the Maintain Program Budget screen will appear.	

Browse Vacant PINs

The Browse Vacant PINs screen is used to view a listing of vacant PINs by agency. Information such as PIN, occu code and title, separation code and date, and vacate PIN indicator is included. Select the desired record and the Maintain Position Information screen will appear.

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.

Your Action ...	System Response ...
<p>2. Choose BV (Browse Vacant PINs) from the Position Menu and press ENTER.</p> <p>Selection criteria include Agency Number, PIN, and whether Abolished PINs are to be viewed. There are no available actions.</p>	<p>The Browse Vacant PINs screen will appear.</p> <p>Information is displayed by PIN, Abolished Indicator, Occupation Code, Occupational Title, Social Security Number (for PINs where the employee is on Leave of Absence), Vacant Date, Vacant PIN Indicator, Full/Part Time Indicator, Position Type, Organizational Code, Authorization Date, Separation Code and Separation Date.</p>

```

PHFNC10 PHV9 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/14/2016
PHOPPB9B PHOPPB9M Browse Vacant PINs 02:11 PM
1 more >
AGENCY NUMBER: 0004 HOUSE OF REPRESENTATIVES -- MEMBERSHIP

```

PIN	AB	Occu	Title	SSN	Vacant Date	Vacate PIN
*** End of Data ***						

```

*Agency Number: _____ PIN: _____ View Abolished ? N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                Bkwd Fwd                Left Right Quit

```

Your Action ...	System Response ...
<p>3. Press F11 to access the second panel of this screen.</p>	<p>The second panel will appear.</p>

```

PHFNC10 PHV9          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/14/2016
PHOPPB9B PHOPPB9M          Browse Vacant PINS                        02:12 PM
< 1 more
AGENCY NUMBER: 0004 HOUSE OF REPRESENTATIVES -- MEMBERSHIP
      Part
  PIN  AB Full Type          Org Code          Auth      Separate
      Date          Date          Date          Cd      Date
-----
*** End of Data ***

*Agency Number: ____ PIN: ____ View Abolished ? N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main End                      Bkwd Fwd      Left Right Quit

```

Your Action ...	System Response ...
4. Select a record to be viewed by placing the cursor on the line and press ENTER. NOTE: If the cursor is placed on the PIN number when enter is pressed, the Maintain Program Budget screen will appear.	The Maintain Position Information screen will be displayed with available actions of Clear, Display, and Next.

Browse Position Log File

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.

PHFNC10 PHV9 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM		06/14/2016
PHIMAINU PHIMAINM Position Menu		02:13 PM
Code	Description	FastPath
MP	Manage Position	
MW	Maintain FY Control Tables	
BA	Browse Active PINS	BRAP
AP	Browse Active/Pending PINS	BRAPP
AB	Browse Abolished PINS	BRABP
BV	Browse Vacant PINS	BRVP
PR	Produce PEP Report	PREP
PV	View PEP Information	VPEP
SV	List of Statewide Vacancies	LOSV
Code: ==		
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Help Main End Quit		

Your Action ...	System Response ...
2. Choose MP (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM		05/24/2016
PHIMAINU PHIMAINM Manage Position Menu		01:54 PM
Code	Description	FastPath
MP	Maintain Position Information	MNPI
IA	Intra-Agency Position Transfer	IAPT
RA	Full-time/Part-time Swap	FPTS
AA	Abolish Position	ABPO
TL	FY Time-Limited Position Re-authorization	TLPR
RR	Reallocation/Reclassification	RARC
PB	Program Budget Information	PBUD
P1	Produce PIN/OCCU PAR Indicator Report	PAR1
RP	Produce Program Budget Report By Agency	PINBUD
DP	Download of Position and Position Budget Info	
PE	Download of Position and Employment Details	POEM
PL	Browse Position Log File	POSL
Code: ==		
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Help Main End Quit		

Your Action ...	System Response ...
<p>3. Choose PL (Browse Position Log File) from the Manage Position Menu and press ENTER.</p> <p>The selection criteria include Agency Number, PIN/WIN Indicator, PIN/WIN Number, Status and Transaction Effective Date. Available action is Display</p>	<p>The Browse Position Log File will appear.</p> <p>Information is displayed by Agency, P/W Indicator, PIN/WIN Number, PIN, Status Code, Transaction Effective Date, Occu Code, FLSA Status, Active Indicator, Pending Indicator, Pay Frequency and Log Action.</p>

```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/24/2016
PHPOS11B PHPOS11M Browse Position Log File 01:56 PM
  Action: (D,M)
    P/W Pin/Win
Act Agcy Ind Number PIN Status Trans Effect Occu FLSA Act Pend Pay Log
-----
*** End of Data ***

Agency: ____ P/W Ind: _ P/W Nbr: ____ Status: __ Trans Eff Date: ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Bkwd Fwd Quit

```

Your Action ...	System Response ...
4. Choose Display and press ENTER.	The Maintain Position Log File screen will appear.

```

PHPOSL1D ***** STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM ***** PHPOSL2M
May 24,16 - Maintain Position Log File - 4 more >

*Action = (C,D,N) P/W Ind: P *Agency: 0160 P/W Nbr: 1_____ Status: A_
PIN Number.....: _____
Occu Code.....: _____ Trans Eff Date.....: _____
SSN.....: _____ Trans Eff Date Comp: 79859480
County Code.....: _____ Transaction Type....: _____
Report to Pin.....: _____ Transaction Reason.: _____
Report to Agcy.....: _____
Supervision.....: _____
Wcomp Class.....: _____ Service Type.....: _____
Organization Code.....: _____ Service Type Date...: _____
Position Auth Type.....: _____ Projected Months....: _____
Date Position Auth.....: _____ Hours Per Week.....: _____
Date Position End.....: _____ Teacher Months.....: _____
Reason Pos Abolished...: _____ Position Type.....: _____
Date Position Abolished: _____ FLSA Status.....: _____
Date Position Vacant...: _____ Position Status....: _____
Date Position Filled...: _____ Exceed Head salary.: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Left Right Quit

```

Your Action ...	System Response ...
5. Press F11 to access the second panel.	The second panel of Maintain Position Log File screen will appear.

```

PHPOSL1D ***** STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM ***** PHPOSL3M
< 1 more - Maintain Position Log File - 3 more >

*Action = (C,D,N)

SPB Process.....: _____ Previous Information
Justification Hold.....: _____ Num Pos Prev Num Pos Agcy
Hold EFT Date.....: _____
Hold End Date.....: _____
Pos Reauth Date.....: _____
Executive Service.....: _____
Spec Code Select Exempt: _____
Spec Code EE04 Exempt...: _____ GEO Location: _____
Spec Code Arrest Auth...: _____ Geo Level....: _____
Authorization Requested: _____
Trans Group Code...: _____
Active Ind.....: _____ Exceed Head salary Amd....: _____
Pending Ind.....: _____ Spec Code Arrest Auth Amd: _____
Status Code.....: A_ FLSA Status Amd.....: _____
County Code Amd.....: _____ Executive Service Amd.....: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Left Right Quit

```

Your Action ...	System Response ...
6. Press F11 to access the third panel.	The third panel of Maintain Position Log File screen will appear.

PHPOSL1D	***** STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM *****	PHPOSL4M
< 2 more	- Maintain Position Log File -	2 more >

*Action = (C,D,N)

Position Special Comp Info	Additional		
Comp	Eff Date	End Date	Percent
Spec Code Select Exem Amd: _			
Organization Code Amd.....: _			
Projected Months Amd.....: _			
Hours Per Week Amd.....: _			
Date Position Auth Amd.....: _			
Date Position End Amd.....: _			
Position Auth Type Amd.....: _			
Position Status Amd.....: _			
Addl Comp Amd.....: _			
EE04 Exempt Amd.....: _			
Re Auth Date.....: _			
New End Date.....: _			
Carry Over Ind.....: _			
Re Auth Date Amd.....: _			
Reason Pos Abolished Pend: _			
Date Pos Abolished Pend...: _			

Recruitment Flex Amd: _
Ref Ind Amd.....: _

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Left Right Quit

Your Action ...	System Response ...
7. Press F11 to access the fourth panel.	The fourth panel of Maintain Position Log File screen will appear.

PHPOSL1D	***** STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM *****	PHPOSL5M
< 3 more	- Maintain Position Log File -	1 more >

*Action = (C,D,N)

Position Empl Addl Comp Info	Person Id		
Comp	Eff Date	End Date	Person Id
Service Type Amd.....: _			
Abolish Apprv Req Ind...: _			
Emolument Amt.....: _			
Emolument Type Code....: _			
Par Sort Code.....: _			
Pay Frequency.....: _			
Pay Method.....: _			
Pin Win Ind.....: P			
Pin Win Number.....: 1			
Contract Service Type...: _			
Budget Flag.....: _			
Report Time Schedule...: _			
Number Cycles to be Paid: _			
Extra Hours.....: _			
Pin Par Required.....: _			
Leg Milage Code.....: _			

Recruitment Flex Ind.: _ Max Pct: _
Leg Round Trip Milage: _ Non Align...: _
Pers Pin Code.....: _ Rif Ind...: _
Warrant Sort Details.: _
Wkr Comp Sub Agcy.....: _

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Left Right Quit

Your Action ...	System Response ...
8. Press F11 to access the fifth panel.	The fifth panel of Maintain Position Log File screen will appear.

```
PHPOSL1D ***** STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM ***** PHPOSL6M
< 4 more                      - Maintain Position Log File -                2:05 PM

*Action = (C,D,N)

Last Upd Tm Comp..: 364323721684

Log Action.....: _
Log Time.....: _____
Log Terminal Id...: _____
Log User.....: _____

Master Agcy Number: _____
Loc Sec Code 1....: _
Loc Sec Code 2....: _
Loc Sec Code 3....: _
Loc Sec Code 4....: _
Loc Sec Code 5....: _
Loc Sec Code 6....: _

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                                Left Right Quit
```